

**OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management**

MEMORANDUM OM 96-41

June 5, 1996

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: B. Allan Benson, Acting Associate General Counsel

SUBJECT: Suffixing of Charges and Compiling Intake
of Transferred Cases

Recently, in order to provide casehandling assistance to Regions which are severely understaffed and/or backlogged, there have been an increasing number of cases transferred between Regions. In reviewing some of these cases, it appears a number of such charges should have been suffixed and thus counted as one situation for statistical purposes. It is important to identify accurately the amount of case intake and where it arises so that Agency resources can be appropriately allocated. Please review the following situations in order to ensure that cases are being properly docketed in your Region.

As articulated in the Regional Office Clerical Procedures Manual at Section 12002.3, where separate charges are filed involving the same general set of circumstances, a Region should assign the charges a single docket number, suffixed by identification numbers in serial order, in any of the following categories:

- (1) Two or more charges of any one type (CA, CB, CC, CD, CE, CG, or CP) filed against the same respondent;
- (2) Separate charges filed by one individual against several employers involving the same dispute or disputes (e.g., charges of discrimination arising out of a labor organization's refusal to refer for employment);
- (3) Separate charges against individual members of an association filed by one or more individuals and/or labor organizations; or
- (4) Separate charges against a labor organization or its officers filed by the same or different parties.

However, please note that if an additional related charge is received after the Region has completed a preliminary investigation and has made a determination of the issues posed by the prior charge, then the additional related charge should not be suffixed. In that instance, the additional related charge should be assigned a new docket number.

These same rules and procedures governing the suffixing of charges that are outlined in Section 12002.3 apply when cases are transferred between Regions. That is, the receiving Region should assign a single docket number with appropriate suffix identification numbers when the above-described circumstances arise whether or not the charges were suffixed within the originating Region.

Generally, for case intake purposes, a transferred case should only be counted and reported by the Region where the case was initially filed and should not be counted and reported as intake by the Region to which the case is transferred. However, an exception to this general rule arises when it is determined that a case has been misfiled even after it has been docketed. In that situation, the case should only be counted and reported as intake by the Region to which the case is transferred. Please ensure that cases are so reported in the weekly intake to Operations and on Report 453E (Case Disposition Report) to Statistical Services. Your continued cooperation in the interregional casehandling assistance program is very much appreciated.

Any questions concerning this memorandum should be addressed to your Assistant General Counsel.

B. A. B.

cc: NLRBU